

Sanitized Copy Approved for Release 2011/06/28 : CIA-RDP87-00812R000400100001-2

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21 December 1964

1. DDA Task Force

Three Office of Security personnel are members of a special Deputy Director for Administration/Position Management and Compensation Division (PMCD) task force currently reviewing the apparent stagnation Agency-wide at the GS-07 level for clericals. A recommendation will be made to establish a program to expand the salary potential for these indispensable members of the team. [REDACTED]

2. [REDACTED]

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3. Security Protective Service

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In reviewing the Office's accomplishments during the year, [REDACTED] hailed the acquisition of the Security Protective Service as one of the greatest accomplishments of the Office in recent years. [REDACTED] additional positions were recently approved for the Service which will bring the TO up to [REDACTED] when the Agency accomplishes full take over from GSA no later than March 1966.

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[REDACTED] reminded staff meeting attendees of the "Nine Month Rule" which stipulates that no applications for SORT status will be accepted from Security Protective Officers (SPOs) until nine months have elapsed since they joined the Service.

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On 17-18 December, [] C/SEG visited the Federal Law Enforcement Training Center (FLETC), Glynco, Georgia where [] SPOs are currently enrolled in the interagency training program. During the visit, consultations were held with FLETC officials regarding present and future training requirements for the Agency's SPO program. Additionally, significant progress was made in negotiating for more Agency student slots in FLETC's 1985 Basic Police Training Program schedule. With the acquisition of three additional slots in January 1985, it is anticipated that [] SPOs will be trained by July-August 1985. While at the facility, the C/SEG met with many of the SPOs and from all indications, the class is progressing well academically and morale is high. []

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4. Security Processing

[] advised staff meeting attendees that the Office fared very well in the Inspector General's recently completed study on the case processing system. The average case processing time in FY 1984 was 70 days. The study also found that the Office of Personnel's processing time was nine months from the date of application to final acceptance for employment. OP has since set a goal of 120 days for complete processing of applicant cases. As a result of this new requirement, total security processing (i.e., investigation, polygraph, clearance) must be completed within 90 days.

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Efforts are underway to decrease the average 180 days processing time for industrial cases. It is anticipated that case processing time will be down to 115 days by 1 April 1985. To this end, additional contract investigators will be hired and additional personnel will be assigned to the Clearance Division.

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6. Reflections on 1984

[redacted] declared 1984 an outstanding year for the Office. He cited the expansion of the area security program (both overseas and domestically) and accomplishments in the polygraph and investigations arenas as just a few of the Office's numerous achievements in 1984. He also noted the great strides made by the Office in the expansion of the 4-C Program, in security education, and in office automation efforts. [redacted]

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